




City of Dublin

ADMINISTRATIVE ORDER 2.52	
TO:	All Department/Division Heads & Supervisory Personnel
FROM:	Marsha Grigsby, City Manager 
SUBJECT:	New Hire Recruitment/Selection Process for Full-Time Permanent Positions within the Maintenance Worker, Auto Mechanic, and Custodial Worker Classifications
DATE:	August 1, 2013
Supersedes and Replaces Administrative Order 2.52 dated 5-18-2011 regarding same subject.	

I. PURPOSE/SCOPE

The purpose of this Administrative Order is to establish and communicate a formal selection process for Full-Time Permanent positions within the Maintenance Worker, Auto Mechanic, and Custodial Worker classifications. Specifically, this Administrative Order shall:

- assign authority and responsibility for selection process administration;
- establish and describe a formal selection process;
- ensure that the selection process has validity, utility and minimum adverse impact;
- ensure that selection process scoring, administration and evaluation are performed in a uniform manner;

II. SELECTION PROCESS

A. Announcement/Advertisement & Receipt of Applications

1. The Division of Human Resources shall prepare an announcement/advertisement publicizing the fact that the City of Dublin is seeking qualified candidates for the Maintenance Worker, Auto Mechanic or Custodial Worker classification.

2. The recruitment announcement/advertisement shall be publicized at least ten (10) days prior to the deadline for application specified in the announcement/ advertisement.
3. Candidates desiring consideration for employment must complete all applications requirements, including all acknowledgment and release components.
4. Those candidates not forwarded to the respective hiring Division for further consideration shall be notified, by Human Resources within a reasonable period of time following completion of the application screening phase of the process.

B. Interview and Selection Process

1. Interviews will be conducted with a sufficient number of candidates to ensure competitiveness (usually at least 5). These interviews shall be structured in nature and shall be conducted using only job-related, nondiscriminatory procedures.
2. A minimum of two interviews shall be conducted by members of the respective hiring Division and Human Resources which will include standardized questions based on essential functions and other critical competencies of the job.
3. At the completion of the interviewing process, the participating interview panel will reconvene to discuss the qualifications and interviews of each candidate to determine a preferred candidate. Human Resources will collect interview notes and document reasons for the preferred candidate's selection. The preferred candidate will be determined and all other candidates will be notified by Human Resources within a reasonable amount of time.

C. Conditional Offer of Employment

1. The preferred candidate(s) rate of pay will be based on the USW Bargaining Agreement wage structure with respect to the candidate's qualifications.
2. A conditional offer of employment shall then be conveyed verbally by Human Resources to the preferred candidate followed by the conditional offer letter which shall explain that the employment offer is conditional upon the candidate passing the required pre-employment drug test, criminal record check, reference checks, driving record check, and medical examination. The conditional offer letter shall also contain reference to the required probationary period.

D. Driving Record Check

1. Each candidate, to whom a conditional offer has been extended, shall be subject to a driving record check.
2. Each candidate's driving record shall be scrutinized for acceptability. Any determination regarding a candidate's eligibility shall be based on the substance of each candidate's driving record related to the position from which the individual applied.
3. A candidate who receives an unfavorable report on the driving record check may be disqualified from further consideration. If an unfavorable report is obtained, the City of Dublin will allow applicants a meaningful opportunity to explain circumstances surrounding convictions that are relevant to the position the applicant applied. This would be obtained through an individualized assessment conducted by the Division of Human Resources.
4. In determining whether conviction of a criminal offense will disqualify an applicant for a particular position, the following factors will be considered:
 - the nature and gravity of the offense and its relationship to the position;
 - the degree to which the applicant has been rehabilitated; and,
 - the length of time elapsed since conviction and/or completion of the sentence.
5. In the event such a decision is made to disqualify a candidate, the candidate shall be notified by Human Resources, within a reasonable period of time following the decision. The applicant will be given the name, address and phone number of the City's vendor to contact if he or she has specific questions about the results of the check or wants to dispute its accuracy.

E. Criminal Record Check

1. Each candidate shall be subject to a criminal record check. This record check shall be conducted by Human Resources and, the candidate shall be required to furnish his/her full name, current address, Social Security Number and date of birth.
2. Any employment decision to disqualify a candidate from further consideration shall be based on the substance of the candidate's criminal history related to the position from which the individual applied.

3. A candidate who receives an unfavorable report on the Criminal Record Check may be disqualified from further consideration. If an unfavorable report is obtained, the City of Dublin will allow applicants a meaningful opportunity to explain circumstances surrounding convictions that are relevant to the position the applicant applied. This would be obtained through an individualized assessment conducted by the Division of Human Resources.
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F. Reference Check

1. Each candidate shall also be subject to a reference check, conducted by Human Resources.
2. The purpose of this reference check shall be to verify employment dates, positions held, duties/responsibilities, salary information, and to determine whether the candidate possesses an acceptable record of performance, conduct, and behavior.
3. Any decision to disqualify a candidate from further consideration shall be based on the substance of the reference check relative to valid, job related considerations.
4. A candidate who receives an unfavorable reference report may be disqualified from further consideration. In the event such a decision is made, the candidate shall be notified by Human Resources, within a reasonable period of time following the decision to disqualify.

G. Pre-Employment Drug Testing

1. Each candidate shall also be required to submit to and pass a urinalysis to detect the presence of illegal drugs, or legal drugs which may have been obtained and used illegally. The candidate shall be required to report for the pre-employment drug test within forty eight (48) hours of the conditional offer of employment.
2. Each candidate to whom a drug test is administered shall be notified of the test results and be advised whether he/she will be disqualified due to said results. Any explanation a candidate may have as to why a positive test result was obtained shall be carefully considered.

H. Medical Examination

1. The medical examination shall be conducted by a licensed physician, as selected by the City of Dublin, and shall be at the City's expense. The medical examination shall be administered for the purpose of ensuring that a candidate possesses the general health status necessary to perform the essential job functions of the respective job classification and that no medical condition exists that would pose a direct threat to the health or safety of candidate himself/herself or others.
2. The candidate shall be certified by the City's examining physician as being in good general health and free of any medical conditions which would pose a direct threat to the health or safety of himself/herself or others, or which may preclude the candidate from performing the essential job functions; therefore, any lab or other test (e.g. blood test) which the examining physician feels, in his professional opinion, would aid the City in reaching such a determination, will be authorized by the City of Dublin; generally accepted medical and health standards shall be the basis of this examination process.
3. Results of the medical examination shall be forwarded to Human Resources. The results of medical examinations shall be kept strictly confidential.

I. Offer of Employment – Unconditional

1. Upon passage of the required criminal record check, pre-employment drug test, reference check, driving record check, and medical examination, Human Resources shall notify, both verbally and in writing, that the above referenced conditions have been satisfied and that the offer is unconditional in nature.
2. A start date shall then be identified and notification of such shall be provided to the appropriate divisions. (For purposes of avoiding confusion

over seniority preference, no more than one new employee, within a particular job classification, shall be permitted to start on the same date.)

J. Appointment & Probationary Period

1. Upon acceptance of the City's employment offer by the preferred candidate, the candidate shall be appointed to the position in probationary status for a period of ninety-five (95) calendar days.
2. The purpose of the probationary period shall be to provide the new employee with the opportunity to demonstrate that he/she has the knowledge, skills, abilities, work habits and other attributes necessary to obtain "classified" employment status.
3. An employee shall be retained beyond the probationary period and granted "classified" status only if the performance of the employee has been determined to be "satisfactory". Under certain circumstances, the probationary period may be extended, but only for valid reasons, only after approval of the City Manager, and only for a maximum of sixty-five (65) calendar days. If upon conclusion of this extended probationary period, the employee's performance is still deemed "unsatisfactory", the employee shall be dismissed from his/her position.